

## Battle Ground Town Council

### Meeting Minutes August 08, 2016

Attending: Steve Egly, Council President; Mike Bird, Greg Jones, James Miller, Greg Schroeder, Clerk Treasurer Georgia Jones, Attorney Zach Williams, Town Supervisor Ron Holladay, Town Marshal Jerry Burk.

Guests: Kimi Rausch, Joanne Titolo, Carly Sheets, Curt Smiley, Mike Hiatt, Bill Jones

Steve Egly opened the meeting at 7:00 p.m.

Online utility payment – Guests Curt Smiley and Mike Hiatt from PayGOV.us presented information about payment software for utility payments by credit card. The vendor collects processing fees with each payment, on a month to month service agreement. The billing clerk will need to consider what aspects of the billing system would change and advise the Council of the related costs in bank fees and management time.

Consulting Contract - Carly Sheets of Butler Fairman & Seufert presented a Construction Engineering (CE) contract for the North Street Project. This contract provides for inspection during the construction process and fees not to exceed \$57,200. Board acceptance is followed by contract letting in December, followed by three month construction phase beginning April 2017. **Motion** by Steve Egly to accept the North Street project CE contract. Second of Mike Bird, motion carried. 5 Aye, 0 Nay

Budget Review – As a first step in the budget process, the Conservancy draft budget was reviewed. It is subject to binding review by the Town Council. The General Fund 101, MVH 201 and Sewage operations 606 budgets were also discussed. The budget final draft will be advertised for public hearing in October. **Motion** by James Miller to approve the draft Conservancy Budget. Second of Greg Jones, motion carried. 5 Aye, 0 Nay. Other budgets are under consideration.

#### Department Reports

##### Police

The new crossing guard for 2016-2017 will be Mike Owens. Jerry Burk would like to budget to replace the police car in 2018. Compost area hours were discussed, also alternatives for unlocking and locking the gate on schedule.

##### Town Attorney

Zach Williams covered several options for the SR 43 Hotel project. **Motion** by Steve Egly to have the attorney move forward and contact Judge Donald L Daniel for an administrative hearing on the unsafe building code. Second of Greg Jones, motion carried. 5 Aye, 0 Nay.

Snow plowing on Wappo Court will be suspended until all property owners have signed the notarized release form. There are two property owners who still need to sign.

Properties on Winans street will need to have signed agreements for right to encroach to complete the North Street INDOT road project.

## **Clerk-Treasurer**

**Motion** by James Miller to accept the minutes of July 11 and August 1. Second of Greg Jones, motion carried. 5 Aye, 0 Nay.

Additional appropriations set out in Resolution 16-78 are approved by DLGF. **Motion** by Greg Jones to pay claims from Tippecanoe County Highway for three days of work with the Total Patcher system, and the invoice from Pavement Solutions. Second of Greg Schroeder, motion carried. 5 Aye, 0 Nay.

**Motion** by Steve Egly to pay Claim 004 from Butler, Fairman & Seufert for work to date on the North St project. Second of Greg Jones, motion carried. 5 Aye, 0 Nay.

**Motion** by Steve Egly to contract with Eco-Shred for secure document destruction at \$7.50 per box, not to exceed \$400. Second of James Miller, Motion carried. 5 Aye, 0 Nay.

## **Committees**

Communications Committee is working to have town ordinances available on the web site. The August newsletter has been proofed and revised, and is ready to mail.

Personnel Committee is working on job descriptions and employment manual. James Miller requested an Executive Session. Date was not determined.

**Old Business** – none.

## **New Business**

**Motion** by Steve Egly to table approving the INDOT certification letter until a situation with Winans Street right of way is settled. Second of Greg Schroeder, motion carried. 5 Aye, 0 Nay.

Greg Schroeder is coordinating actions to obtain a letter of co-insurance from Shawnee Ridge Homeowners Association, providing liability coverage for the town after play equipment was installed on an outlot near a retention pond the town manages. The pond became town responsibility as part of annexation. The structures are 120 feet from the pond.

Jerry Burk has a request from the Lions Club to use two (2) one-block sections of Tipton Street for an annual special event.

**Motion** by Steve Egly to approve closing two blocks of Tipton Street between Winans and West Street from 9:00 a.m. to 4:00 p.m. on September 10, 2016. Second of Greg Jones, motion carried. 5 Aye, 0 Nay.

**Motion** by Greg Jones to adjourn, 9:35 p.m.



Georgia Jones, Clerk-Treasurer



Steve Egly, Council President